

SOLICITATION TIPS

Printing Solicitations

1. If you use "T" (Telephone) in the SOLICITATION CODE on **RQS2**, when you change the status code on **SDOC** to **345** (on-line draft print) or **355** (on-line final print), the solicitation **will not print**.
2. To re-print or re-bid a solicitation when the status code is **361**, change the status code on **SDOC** to **305**. Go to **SDO3** and verify correct BID OPENING DATE. Return to **SDOC** and change the status to **355** (on-line final print) or **360** (over-night final print).

Unattach Requisition from SOLICITATION

1. **SDOC** - Change status to **305**.
2. **SRQN** - "**DELETE**" in the function line.
3. **RQS2** - Change the requisition status to **202** and make allowable changes (**RMOD**, **RTXT/RTXL**) OR change status to **220-223** (**220**- returned at agency request, **221** - returned at mgmt request, **222** - returned other, **223** - returned for rework) to return to the agency for changes.

Note: You cannot unattach a solicitation from a requisition if the status of the solicitation is **386**.

Re-Attach Requisition to SOLICITATION

1. **RQS2** - Change status to **245**, then **250**. Status must be at **250** on **RQS2** to attach requisition to solicitation.
2. **SRQN** - Clear and Add, type in solicitation number and then sequence number 01, etc. and then the requisition number, then press enter.

Final Award of a Solicitation

When changing the status code on **SDOC** to **384** (on-line final award) or **385** (overnight final award), all lines on **RLI2** have to be at **243/244** (line item ready for award) or **196/199** (line cancelled). If any line remains at 105, you will receive an error message (S528E REQ LINE NOT = 243/244/196/199). Check **RVEN** to determine which line is not awarded, then change the requisition line status on **RLI2** to **199**.

When changing the status code on **SDOC** to **384** (on-line final award) and you receive an error message that you have exceeded the number of lines for an on-line award (**15**) *lines* and/or *number of vendors* (**3**), change status code to **385** (overnight final award).

Partial Award of a Solicitation

If you want to process a partial award instead of a final award, change status code on **SDOC** to **379** (on-line partial award) or **380** (overnight partial award) for a partial award. **IMPORTANT NOTE: A partial award WILL NOT liquidate the pre-encumbrance of the requisition. If no other award will be made on the solicitation BE SURE TO DO A FINAL AWARD!!!**

Un-Award / Re-Award Process

If awarded to the wrong vendor, you can use the un-award/re-award process to award to the correct vendor.

Entire order awarded to the wrong vendor:

1. Process incorrect order to status **441**
2. Enter **CNX** type Order Change
3. Process **CNX** order change to status **499**
4. Print **CNX** order change (status code **440**)

One or more lines awarded to the wrong vendor:

1. Process incorrect order to status **441**
2. Enter **CNL** type Order Change
3. Add lines to be canceled on **OCLN**
4. Process **CNL** order change to status **499**
5. Print **CNL** order change (status code **440**)

For **CNX** and **CNL** change orders for the un-award/re-award process, the change order ***must be printed*** before the un-award process will occur. Once the change order is printed, it is processed in the nightly cycle, and the un-award process will set the solicitation award flag to 'U'. Once the nightly cycle has set the award flag to 'U', it can then be awarded to a different vendor.

NOTE: If an "un-awarded" item is re-awarded to a vendor along with items on the solicitation that are being awarded for the first time, the system will issue two purchase orders to that vendor. This process is necessary to maintain an accurate pre-encumbrance balance in AFS.